

Special Workshop Meeting  
Thursday, April 21, 2011  
9:00am  
Northern Chowan Community Center  
2869 Virginia Rd.  
Tyner, NC 27980

MINUTES

The Chowan County Board of Commissioners held their a special workshop meeting on Thursday, April 21, 2011 at 9:00am in the Northern Chowan Community Center 2869 Virginia Rd. Tyner, NC 27980. Present: Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners Emmett Winborne, Ralph Cole, Jeff Smith and John Mitchener. Commissioner Ellis Lawrence was absent. Staff Present Finance Officer Lisa Jones; County Manager Paul Parker and Board Clerk Susanne Stallings

Chairman Eddy Goodwin called the meeting to order

County Manager Paul Parker stated he was presenting a balanced budget that includes no tax increase. He noted that additional costs for employee health insurance were not available and not included in the projected budget. He presented projected revenues totaling \$16,032,837 and detailed each source or explanation of each amount. (A copy of the revenue projections is in the meeting file labeled April 21, 2011).

Commissioner Nixon questioned the increase in sales tax revenue.

Mr. Parker stated this was a projection based on the current year trend as well as what was suggested by the association.

Mr. Parker asked if there were any questions from the Board on the projected revenues. There were none.

After the review of revenue projections the Board took a 10 minute recess.

Chairman Goodwin called the meeting back to order.

Mr. Parker provided the Board with a detail on projected expenses for the General Fund. (A copy of the projected expenses is in the meeting file labeled April 21, 2011)

(Below is a summary of any discussions or changes made to any of the projected expenses)

**Governing Body**

Projected \$121,800 which includes the remaining balance for the cost of a salary study. Commissioner Nixon recommended that the Manager look for the expense within the current year budget for a decrease of \$21,800. Final FY 2011-12 projected cost \$100,000.

### **Admin/Finance**

Decrease in overall expense from previous budget reflecting the decrease in the manager salary from the previous year.

### **Tax Administration**

Commissioner Nixon clarified that there was no cost budgeted for the requested additional part-time person in Tax. Mr. Parker stated no this was not included.

### **Legal**

No change from previous year.

### **Court Operations**

Decreased from previous year

### **Elections**

Mr. Parker noted the budget request was increased primarily due to 3 elections in the upcoming budget year and also includes additional travel and printing costs.

Commissioner Nixon expressed his concern for the increase in personnel due to a reduction of poll locations for early voting after the move of the main office.

Chairman Goodwin expressed concern over the increase in departmental supplies.

Commissioner Nixon recommended that \$20,000 be reduced from the department request to allow a total of \$96,106 for FY 2011-12.

### **Register of Deeds**

No changes were recommended.

### **Land Records**

No changes were recommended.

### **Information Technology**

Mr. Parker noted the increase was for the purchase of computers.

Chairman Goodwin stated he felt it is important to have a schedule for replacement of computers in place.

### **Central Maintenance**

Commissioner Nixon recommended the reduction of two custodians for the County Office Building due to the fact that the building is being vacated at the end of 2011. The reduction will total \$60,000. The total request was reduced to \$301,336 for Central Maintenance.

### **Hicks Field**

No changes were recommended.

**Red Banks Farm House**

No changes were recommended.

**Agricultural Building**

No changes were recommended.

**Northern Chowan Community Center**

No changes were recommended.

**DF Walker School –COA**

No changes were recommended.

**DF Walker School – Recreation**

No changes were recommended.

**Purser Maintenance Shop**

No changes were recommended.

**Public Safety Center**

No changes were recommended.

**New Courthouse**

No changes were recommended.

**County Office Building**

The budget will be amended when the building is vacated. The Board discussed the two positions in Maintenance that perform the housekeeping for the building and the possibility of reduction of the positions once the building is vacated or in FY 2011-12 budget proposal.

The Board took a 45 minute recess for lunch. Commissioner Cole was unable to attend the afternoon session.

After lunch Chairman Goodwin called the meeting to order. Present: Chairman Eddy Goodwin, Vice Chairman Keith Nixon, Commissioners Emmett Winborne, Jeff Smith and John Mitchener. Commissioner Ellis Lawrence and Commissioner Ralph Cole were absent. Staff Present Finance Officer Lisa Jones; County Manager Paul Parker and Board Clerk Susanne Stallings

**Swain Bldg.**

Commissioner Smith recommended reducing the janitorial supply request by \$2,230 leaving the total department request at \$34,995 (same as FY 2011-12).

**Senior Center**

Mr. Parker noted that the requested amount was reduced. The request originally included \$4,011 to increase the part time position to 19-24 hours per week and pay the statutory retirement for the employee. He stated he did not approve that request in the proposed budget which reduced the

overall budget from the previous year. No changes to the proposed \$197,736 were recommended.

**Central Communications**

No changes were recommended.

**Sheriff**

The Board discussed the frozen positions, salaries and vehicle requests in the FY 2011-12 budget proposal with the Sheriff. The Board discussed leaving the capital requests in the proposed budget and revisiting the car request later if additional reductions are necessary.

**Emergency Management**

No changes were recommended.

**Jail Operations**

No changes were recommended.

**Inspections/Planning**

No changes were recommended.

**Medical Examiner**

No changes were recommended.

**Animal Shelter**

No changes were recommended.

**Street Signage**

No changes were recommended.

**Soil & Water Conservation**

Commissioner Smith recommended that the appropriation be increased to \$1,200 from \$750.

**Forestry**

No changes were recommended.

**Planning/Economic Development**

No changes were recommended.

**Ag/Extension**

No changes were recommended.

**EFNEP**

No changes were recommended.

**Public Health**

No changes were recommended.

### **Mental Health**

No changes were recommended.

### **Contribution to EMS Fund**

Mr. Parker noted the revenues are down to 1.3 million.

Commissioner Nixon suggested that the general fund loan EMS monies if the revenues are not raised.

Commissioner Nixon asked if the ambulance requested could be purchased in the current fiscal year.

Ms. Jones clarified that this would result in a reduction of \$117,000 in the contribution.

Commissioner Nixon suggested amending the **EMS Budget** to \$1,441,743 the same as the FY 2011-12 levels and suggested looking for additional revenues in sales tax.

This leaves a difference of \$53,743. The total appropriation from the General fund is now \$100,000.

### **Social Services**

No changes were recommended.

### **Veterans**

No changes were recommended.

### **School Current Expense**

Mr. Parker noted that the school request was originally \$4,065,660.

The Board discussed the fund balance of the school.

Chairman Goodwin asked the finance officer to request the most recent audit report from the school.

Commissioner Nixon recommended the projected amount \$3,237,929 as it is and allow the manager to negotiate the appropriation with the school.

### **COA Appropriation**

Commissioner Nixon expressed his concern over funding operations for COA. The Board discussed reducing the County's expense for custodian at the College and allows COA to hire their own custodian and maintain their own operational expense.

Commissioner Nixon and Commissioner Smith suggested that the County develop a special fund and require COA to come and request capital improvement monies. The Board adjusted the total appropriation to \$200,000.

**Library**

No changes were recommended.

**Recreation**

Commissioner Nixon recommended that \$6,500 (for a floor machine) be removed from the request and challenged Mr. Parker to locate \$25,000 within the current budget for renovations.

**Committee Expense**

No changes were recommended.

**Retiree Health Insurance**

No changes were recommended, the amount increased due to the number of eligible retirees.

**Unemployment**

Still waiting on projections

**Workers Comp**

Still waiting on projections

**Leased Buildings**

Still waiting on projections

**Property and Gen Liability Ins**

No changes were recommended.

**Association Dues**

Increased \$73 due to a proposal to increase the costs for dues.

**PSC Debt**

No changes were recommended.

**Library Debt**

No changes were recommended.

**NCCC Adult Day Health Debt**

No changes were recommended.

**USDA Loan Contingency**

No changes were recommended.

**Contribution to Revaluation**

No changes were recommended.

**Cont to School Capital Reserve**

No changes were recommended.

**Cont to Reserve**

No changes were recommended.

**Contingency**

No changes were recommended.

**Additional requests**

Mr. Parker noted that he received three non-profit appropriation requests and unless directed otherwise by the Board he has not put funding for such in the budget.

**Chamber**

Commissioner Nixon noted the Chamber has requested \$10,000 to participate on the Chamber Board or 1,200 for membership with the Chamber.

Chairman Goodwin noted that the County currently contributes \$63,000 for TDA which flows through the Chamber and provides secretarial support to the Chamber Director.

After discussion, there was no consensus on a contribution to the Chamber. No action was taken.

**ENTERPRISE FUNDS****Water**

Commissioner Nixon suggested that the County sell the house and remove \$22,000 for repairs to it. There was discussion on the building proposed for storage of equipment. No further recommendations were made.

**Fire**

The Board requested that Ms. Jones provide them with a detailed budget for the fire department.

Being no further business before the Board, the meeting was adjourned

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Chairman  
Edward C. Goodwin

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Clerk